

## U.S. Department of Labor

Office of Job Corps  
The Curtis Center, Suite 815 East  
170 S. Independence Mall West  
Philadelphia, PA 19106-3315  
(215) 861-5500 Fax: (215) 861-5520



March 5, 2008

### REGIONAL BULLETIN - JOB CORPS NO. 08-13

**TO:** Charleston, Harpers Ferry, Keystone, Philadelphia, Pittsburgh,  
Potomac& Red Rock Center Directors  
Center Operators

**SUBJECT:** Eastern PA. CTS Home-Based Work Experience Roll-Out

**1. Purpose:** To announce the implementation of the Eastern Pennsylvania Home-Based, Work-Based Learning project as a function of the Eastern PA CTS contract. Beginning immediately, centers with students returning to the **PHILADELPHIA** area will be able to arrange for those students to be placed in a Work-Based learning assignment in Philadelphia prior to the student's separation.

**2. Background:** Approximately 1,500 to 2,000 students are recruited from the Philadelphia area annually, and most return to Philadelphia for placement. It is the intent of this initiative to provide students who are close to completion of their Career Technical Training with an opportunity to participate in a Work-based learning assignment in their home area, that can turn into a full time job upon completion of the 6 week training period. CTR and Vocational managers from all centers who enroll students from the Philadelphia area participated in a meeting on January 30 to learn about the initiative and to develop procedures.

Copies of finalized procedures, Employer MOU's, Program Guidelines, a Student Agreement, and a Student Evaluation form are attached to this bulletin.

**3. Action:** Center Directors, CTR Managers, Vocational Managers and Counseling Managers should receive copies of this Bulletin and become familiar with the attachments. It is very important that the students selected for this initiative meet the criteria enumerated on the "Guidelines"

Centers may begin immediately to contact the Eastern PA WBL coordinator to arrange WBL assignments for students who meet the criteria. The contact person for this initiative at the PA CTS office is: **Gale Williams, 215-471-9370.**

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- 4. Inquiries:** Questions regarding this bulletin may be addressed to Derrick Dolphin at 215-861-5515 or Francis Cole at 215-861-5513.

**LYNN A. INTREPIDI**  
**Regional Director**  
**Office of Job Corps**

Attachments

## **Eastern Pennsylvania Career Transition Services Home Work-based Learning Guidelines**

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### **Home Work Based Learning:**

1. Upon successful completion of Home Work Based Learning (HWBL) it is expected that student will not need to return to center.
2. Employers will not have to sign off on TAR items but will be provided with a copy of completed TAR or other similar training record.
3. Information regarding available HWBL Sites will be disseminated to participating centers based on the 45-60 day projection list.

### **Home Work Based Learning Criteria**

#### **All Students being considered for HWBL must have the following:**

1. Career Technical Training completion (all TAR line items) before being placed on HWBL.
2. Completed Career Concepts/Your Hired Workshops during Career Transition Readiness on center.
3. Projected to complete the program within the 45-60 day period.
4. Updated resume in CIS.
5. High School Diploma /General Equivalency Diploma (with documentation of attainment).
6. Reliable housing.
7. Adequate childcare services as applicable.
8. Alternate contact information updated in CIS.
9. Drivers license for Hard/Construction trade completers.

### **Accountability:**

1. Each student on HWBL will be placed on Present for Duty Off Center (PDOF) status for HWBL leave.
2. The HWBL Coordinator will maintain responsibility for documenting daily attendance and will enter case notes in CIS on student's weekly progress.

### **Center's Responsibilities:**

If an interview by an employer is required prior to the start of a HWBL assignment, student will be placed on a 3 day Present for Duty Off Center (PDOF) status and report to Eastern Pennsylvania Career Transition Services.

This will allow for the following:

- A. Meet with CTS Specialist and HWBL Coordinator
- B. Attend employer interview
- C. Open a checking/saving account

### **Student's Pay Criteria for Paid and Unpaid Sites**

**Overview:** Students who participate in HWBL should continue receive their bi-weekly student allotment. Student allotment plus funds for transportation and meals are typically rendered in cash to the student directly from the Center Finance Office. Since students on HWBL will be working on sites in their home communities, the following must be implemented to ensure that they receive their student allotment, meal and transportation funds.

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**Centers Shall:**

1. Provide student with two weeks worth of meal money and funds for transportation upon departure from the center.
2. On a bi-weekly basis, forward student pay (in the form of a check) and pay sheet to HWBL Coordinator for distribution and student signature.

**HWBL Coordinator Shall:**

1. Distribute student allotment, meal and transportation funds to HWBL students assigned to sites after their second week of employment.
2. Forward all necessary paperwork (original copies Fed-ex) with student's signature to the designated Center's Finance Office

**Students Shall:**

1. Be responsible for obtaining his/her student allotment, meals and transportation funds bi-weekly from the HWBL Coordinator at the Eastern PA CTS office.
2. Be responsible for depositing at least 50% of their earnings (paid HWBL only) into the newly established checking and savings account. This should be evidenced by bringing in deposit slips and check stubs during bi-weekly visit to Eastern PA/CTS. If students do not make these deposits, they should be prepared to explain/justify reasons for not doing so.

**Transition Payment:**

1. Students will receive their Transition Payment upon successful completion of their HWBL assignment according to the sending center's policy.

**MEMORANDUM OF UNDERSTANDING  
FOR**

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## **JOB CORPS HOME WORK-BASED LEARNING**

Between  
Eastern Pennsylvania Career Transition Services  
and  
(*Name of Firm*)

**PURPOSE:** To establish a cooperative agreement by and between Eastern PA CTS (“Company”) and (*Name of Firm*) (“Employer”) to provide Home Work-based Learning and experience in (the trade(s) or occupation(s) for which training will be provided under this MOU) for students enrolled at Philadelphia Region Job Corps Centers.

**PROGRAM GOALS:** To provide students selected for Home Work-based Learning with actual supervised experience provided by Employer, at its place of business, in (the trade(s) or occupation(s) for which training will be provided under this MOU) and to enhance student employability, responsibility and confidence in the working world.

### **OBLIGATIONS OF THE PARTIES**

#### **Employer Obligations:**

1. Provide appropriate guidance and direct supervision through workplace mentors to assist assigned students to achieve agreed-upon vocational and academic skills.
2. Assign each student to a clearly defined job with a designated supervisor and workplace mentor.
3. Advise and counsel students on good work habits. Monitor their attendance, conduct, appearance and job performance.
4. Document student achievements and competencies by completing sections of the student evaluation form and reporting any problems in attendance, conduct, appearance or job performance to the Home Work-based Learning Coordinator.
5. Immediately contact the Home Work-based Learning Coordinator in the event of student absence or injury.
6. Provide the Home Work-based Learning Coordinator with the name of each student’s Work Site Supervisor, hours of work, length of employment or training, and rate of compensation, if applicable.
7. Complete, sign and submit bi-weekly time sheets and student evaluation forms to HWBL Coordinator.
8. Provide all Job Corps students with safety and health protection which is at least as effective as that required under the Occupational Safety and Health Act of 1970 (29 U.S.C.) and 29 Code of Federal Regulations (CFR) Parts 1910, 1926 and 1960.
9. Adhere to all Federal and State laws and regulations regarding employment and work conditions.

#### **Company Obligations:**

1. Designate a staff member as the liaison between the Company and Employer to be responsible for:
  - a. Assigning appropriate students to specific work sites;
  - b. Communicating with the work site supervisor to monitor student performance and resolve any problems that may arise;
  - c. Conducting periodic work site visits and coordinating visits by other designated Company personnel (such as the Safety Officer, Career Counselors, etc.) to observe and counsel students and ensure training needs are being met in a safe environment; and
  - d. Developing a schedule with the Employer for providing feedback to the Company and the student regarding the student’s performance.
2. Provide all required evaluation forms, documents, record of on-center student training, and instructions to be used by the work site supervisor for each assigned student.
3. Provide students with lunch, required vocational clothing, required training materials and daily transportation to and from the work site at the agreed-upon times.
4. Take appropriate action if any student or the Company experiences any difficulties maintaining this Agreement.
5. Remove any student from this program at the request of the Employer for failure to meet minimum standards of performance or conduct.
6. Conduct orientation and training for supervisors of Employer about the Job Corps program and related documentation.

### **MUTUAL AGREEMENT OF THE PARTIES:**

1. Employer shall not use students to displace employees at the work site.
2. Company shall not be liable for property damage to products or facilities on which or where students are working for Employer.
3. Each student will work/train \_\_\_\_\_ hours per week, not to exceed \_\_\_\_\_ hours over the course of \_\_\_\_\_ weeks and, if applicable, will be compensated at the rate of \$\_\_\_\_\_ (N/A or amount) per hour. Students shall be classified as temporary employees and are not eligible for participation in the Employer's fringe benefit plan.
4. At the Employer's option, students may be paid for all hours worked. However, it is not mandatory that Home Work-based Learning Students be paid. If the Employer agrees to compensate students, they must be paid a wage not less than required by applicable State and Federal Wage and Hour laws for student learners.
5. Students are considered employees of the Federal Government for purposes of medical coverage under the Federal Employees' Compensation Act (FECA). In those Home Work-based Learning situations where an employment relationship exists between an employer and a student, the student is a joint employee of the Job Corps Center and the Employer for purposes of compensation under applicable State and Federal Wage and Hour laws.
6. Employer certifies its intent to comply with all Equal Employment Opportunity practices and Affirmative Action policies as required by State and Federal law and is committed to providing a workplace free from discrimination for any reason, including race, color, sex, religion, national origin, age, handicap, veteran status, disability, political belief or citizenship.
7. Neither party shall be liable to the other for any acts or omissions arising out of or related to this Agreement and all obligations undertaken hereunder by each party shall be at no cost to the other.

### **OTHER PROVISIONS:**

1. This Agreement shall not be deemed to create any partnership, joint venture or enterprise, or employment relationship between the parties. Under this Agreement, Employer's employees providing services for the Company shall be employees of the Employer and not employees or agents of the Company, Center or the USDOL. Each party shall be responsible for payment of all applicable salaries, fringe benefits and associated payroll taxes for its respective employees as mandated by Federal and State laws and regulations.
2. CANCELLATION RIGHTS: This Agreement may be terminated, with respect to the remaining term of the Agreement, at any time by either party, upon thirty (30) days' written notice thereof to the other, effective thirty (30) days after acknowledgment of receipt of said notice.
3. NON-ASSIGNMENT: The obligations of the parties hereunder may not be assigned nor transferred in any manner whatsoever without Company and USDOL approval, nor are such obligations subject to involuntary alienation, assignment, or transfer.
4. ENTIRE AGREEMENT: This Agreement represents the entire agreement between the parties hereto and unless otherwise stipulated, may only be modified by the written mutual consent of both parties.
5. NO ACTS AGAINST GOODWILL: The parties agree that they each will not say or do anything intended to harm the goodwill or business reputation of the other.

Eastern Pennsylvania CTS

(Name of Firm)

By: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**Eastern Pennsylvania Career Transition Services**

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## Home Work-based Learning Student Employee Agreement

Participating in Home Work-based Learning (HWBL) is a valuable part of your training and is to be treated as your job.

Listed below are some specific HWBL expectations. These requirements must be met in order for you to successfully complete your HWBL assignment. Any two (2) violations of this contract will cause your HWBL assignment to be terminated. If you are terminated for HWBL violations, you will have to repeat that stage of HWBL over or possibly lose the opportunity to continue in the HWBL program. Please read it carefully and ask any questions you may have before signing.

1. Upon acceptance in the HWBL program I agree to open a Checking/Savings Account with a local bank or credit union. If assigned to a paid HWBL site, I will deposit at least 50% of my earnings into my newly established checking and savings account. I will bring in a deposit slip and check stubs during bi-weekly visit to Eastern PA/CTS to verify my compliance.
2. I agree to report to my worksite at the assigned scheduled time given every day. I agree to turn in an evaluation form every Friday. Unconfirmed attendance will result in unexcused absences and termination of HWBL. Only the Eastern Pennsylvania Career Transition Services (Eastern PA/CTS) staff may excuse absences from HWBL.
3. I will not take any leaves that include a work day during my assignment. Any emergency leave must be approved by the HWBL Coordinator.
4. If for **any reason** I am going to be late or absent from my assignment I will notify the **HWBL Coordinator** and my site supervisor **prior to my scheduled work time**. I may call them and leave a voice message explaining why I am late or absent and where I can be found. Lateness or failure to do this will result in unexcused absences.
5. If I am ill, I will notify the HWBL Coordinator and my site supervisor of my problem at least one hour prior to my work time. Failure to report illness will result in an unexcused absence.
6. If I receive an appointment that interferes with my work schedule, I will document the appointment and report it to the HWBL Coordinator so the appointment can be rescheduled when I complete the HWBL assignment.
7. If there is a problem of any kind at my worksite I will try to resolve it myself utilizing Career Success Standards. If it can't be resolved, I will notify the HWBL Coordinator immediately.
8. On a bi-weekly basis I agree to report to the Eastern PA/CTS Office to pick up my student pay, lunch and transportation money as well as follow-up with my Career Transition Services Specialist.
9. I will model appropriate Career Success Standards and work ethics at my worksite at all times.
10. I will take full responsibility for taking transportation that will get me to my worksite on time.

11. Students will work at the assigned worksites as scheduled by HWBL Coordinator and Employer.

I have read and understand the above agreement for participation in HWBL. I agree to abide by all rules set forth above as well as the general regulations of the Eastern PA/CTS. I understand that non-compliance with these rules will result in my termination from HWBL and may include other sanctions.

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Student Employee

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Date

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HWBL Coordinator

**Eastern Pennsylvania Career Transition Services  
Home Work-based Learning Student Evaluation**

**Student Name:** \_\_\_\_\_

**HWBL**      **Week #** \_\_\_\_\_

**Work-site:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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Circle the number that best describes the level of achievement of these skills using the following scale  
1 - Unacceptable   2 – Below Average   3 -Average   4 - Above Average   5 - Exceptional

<b>Employability Skills</b>	<b>Rating</b>
Compliance with the dress code	1 2 3 4 5
Continuous Learning	1 2 3 4 5
Problem Solving/Critical Thinking	1 2 3 4 5
Workplace Relationships and Ethics	1 2 3 4 5
Personal Growth and Development	1 2 3 4 5
Communications	1 2 3 4 5
Interpersonal Skills	1 2 3 4 5
Information Management	1 2 3 4 5
Multicultural Awareness	1 2 3 4 5
Punctuality and Attendance	1 2 3 4 5
Teamwork	1 2 3 4 5

**Total Employability Rating (add above)** \_\_\_\_\_

**EMPLOYER COMMENTS**

Student Employability Skills \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Student Knowledge of Trade \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Additional Training Recommendations \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
**Site Supervisor Signature**

\_\_\_\_\_  
**Student Signature**

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**Eastern Pennsylvania Career Transition Services  
Region 2**

**Home Work-based Learning Time Sheet**

**Student's Name:** \_\_\_\_\_ **Work Site:** \_\_\_\_\_

**Site Supervisor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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**Week of:** \_\_\_\_\_

<b>Date Worked</b>	<b>Mon</b>	<b>Tues</b>	<b>Wed</b>	<b>Thurs</b>	<b>Fri</b>	<b>Sat</b>	<b>Sun</b>
	/ /	/ /	/ /	/ /	/ /	/ /	/ /
<b>Hours Worked</b>							

**Week of:** \_\_\_\_\_

<b>Date Worked</b>	<b>Mon</b>	<b>Tues</b>	<b>Wed</b>	<b>Thurs</b>	<b>Fri</b>	<b>Sat</b>	<b>Sun</b>
	/ /	/ /	/ /	/ /	/ /	/ /	/ /
<b>Hours Worked</b>							

**Work Site Supervisor comments:**

\_\_\_\_\_

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\_\_\_\_\_

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**Student Signature** \_\_\_\_\_

**Supervisor Signature** \_\_\_\_\_

**May be returned by FAX to:**  
Gale D. Williams, HWBL Coordinator  
4601 Market Street – Suite 335  
Philadelphia, PA 19139  
(215) 471-9380 fax